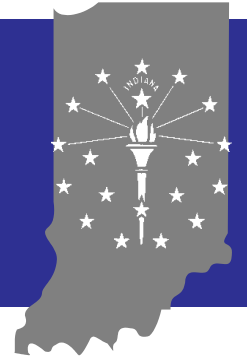


The

# INTERCHANGE

Monthly Newsletter for State Employees Prepared by State Employees



## Punky's Reading Pals

The unique bond between humans and animals can be a powerful therapeutic tool in helping children. Children having difficulty with reading never turn down the opportunity to do so when it is time to read with Punky.

Punky is a prized volunteer at the Evansville Psychiatric Children's Center (EPCC). She just happens to be a thirteen year old Scottish Terrier with a charming disposition.

This spring, some of the children at EPCC participated in animal assisted therapy where they had the opportunity weekly to read to Punky. She would wait calmly in the therapy lobby until she heard the front door open and the sound of a child, then she jumped up and personally went to greet the child and walk down the hallway with them. Punky listened intently while the children read to her, which improved their reading time and skills, confidence and self esteem. It was clear that both the children and Punky enjoyed their time together.

The children had fun as they were able to relax and be less anxious about their reading. Punky was not critical of their style and whether

they said each word without hesitation or correctly so the children could focus on the fun of reading and not seeing it as a task or school assignment.

This summer the children also involved in Stir-n-Up Hope, a therapeutic horseback riding program for disabled children. The horses are fully aware of their contribution to this unique activity. None of the children attending had ever ridden a horse before, and they are really enjoying the adventure. The program is designed to improve the children's self esteem, nurturing capabilities and respect for living things.



PUNKY

Animal Assisted Therapy (AAT) is a goal-directed intervention in which an animal that meets specific criteria is an integral part of the treatment process. The integration of animal-assisted therapy into clinical

psychology was first credited in 1962 to the child psychologist, Boris Levinson. The unconditional love offered by an animal, coupled with their non-judgmental attitude, make them ideal participants in emotional and physical therapy. Research has shown that the presence of an animal produces positive results in safety, self esteem and dealing with loneliness and depression.

## Information about PERF Benefits is Easy to Find on PERF's New Web Site

When can I retire? Can I take a leave of absence and maintain my Public Employees' Retirement Fund (PERF) coverage? What happens if I become disabled? These are only a few of the Frequently Asked Questions that can now be answered on the new PERF web site, now at [www.perf.in.gov](http://www.perf.in.gov).

The web site, which was launched in July of 2004, tells state employees, all of whom are members of PERF, how their benefits

work. By using the web site as the primary source for information, PERF can also provide members with the most current and up-to-date information.

State of Indiana employees are urged to check out PERF's new web site. If you understand how the retirement benefits of PERF work, you can make the most of your opportunities to build your retirement nest egg.

## SECC Kicks Off September 9th

This year's State Employees' Community Campaign (SECC) will kick off in the Government Center South's Conference Center Rooms A and B in Indianapolis on September 9, 2004 at noon. A charities fair will follow brief opening statements by D. Sue Roberson, State Personnel Director, and J. Bryan Nicol, Department of Transportation's Commissioner and this year's SECC Chairperson.

A drawing will be held for door prizes after this event, including sports memorabilia from most of Indiana's professional Sports teams. Please come and share in the kick off ceremony and charities fair if your schedule permits!

For more information about the SECC, please contact your agency's SECC coordinator, or Kristin Witherbee, Statewide SECC Coordinator, at (317) 234-1407 or [kwitherbee@spd.IN.gov](mailto:kwitherbee@spd.IN.gov).

## 2004 SECC Torchbearers



SECC Torchbearers attended the Torchbearer Reception held at the Governor's residence on July 29, 2004. Torchbearers are state employees who give over \$1,000 through the SECC. Torchbearers in attendance (L-R): Geoffrey Jankowski, Joseph Staten, Elizabeth Hamilton-Byrd, M.D., Adedayo Adeniyi, Harold House, David Tilton, James Crouse, Jon Eichelberg, Robert Cales, Robert Sigalow, and Carl Williams.

## Never Say Never

Barbara Mohler, an administrative assistant for the Indiana Department of Environmental Management, is a firm believer in the phrase “never say never.” She quit smoking after 45 years. Mohler has tried to quit several times before, but this time she had a strong network of support on her side.

Mohler was the only State of Indiana employee that attended every single smoking cessation support session offered to employees looking for help to quit smoking. “The smoking cessation support group was the best thing I could have done for myself,” said Mohler. “It helped me stay on track, which is hard to do!”

Mohler admitted that she has tried to quit smoking several times, but stress and life always seemed to get in her way. After reading about the support group in the Interchange, she decided to take on this challenge once again. With the support group meetings, physician-prescribed medication and a new hobby, she is discovering a smoke-free lifestyle.

“Quitting smoking has been like losing a lifelong friend,” admits Mohler. “But I’m looking forward to living a healthier lifestyle—smoke free!”

Mohler said that quitting smoking is something you have to try several times before you get it right. She went on to say “Maybe these smoking cessation support classes should be renamed ‘never say never!’”

## Not All Work...

It was not all work for the Indiana Department of Environmental Management’s (IDEM) twenty-two Interns who served under the Governor’s Public Service Summer Internship Program. Shortly after most of them were in place on May 17, 2004, plans were underway to provide them with some fun, yet educational opportunities to supplement their assigned responsibilities. And, there was much to keep them busy. The State Personnel Department sponsored several educational events including a tour of the State House and group photo with Governor Kernan. IDEM’s Office of Pollution, Prevention and Technical Assistance offered a tour of the Recycling Program at the Bartholomew County Solid Waste Management District’s facilities in Columbus, Indiana. And, IDEM’s Office of Air Quality (OAQ) hosted a Breakfast with the Commissioner during which Commissioner Lori Kaplan shared information about the agency and about her own personal career path to Commissioner.

Within the short time available (most of the Interns returned to school at the end of August), our goal, according to OAQ Assistant Commissioner, Janet McCabe, was to enhance the Interns’ overall experience of working in State Government. In addition, we wanted to educate them on some very important functions performed by state government.

One of those important functions is the work done by the Office of Air Quality’s Air Monitoring Branch. This Branch collects and provides to IDEM’s staff, EPA and the public timely and accurate data relating to Indiana’s ambient air quality. The information is then used to develop clean air plans or address specific air quality problems.

Photos shown below are of Interns who toured the Air Monitoring facilities at IDEM’s Shadeland office and the Air Monitoring station located at Washington Park.



*Section Chief, Steve Blaser explains to Interns Paula Olivier, Christopher Seigel and Jonathan Albright from left to right respectively how the air monitoring equipment works. Environmental Scientist, Sky Schelle (right) also observes.*



*Interns pose outside air monitoring site for group photo. Pictured from left to right are: Christopher Seigel, Farhan Burhan, Colin Riley, Paula Olivier, Steve Blaser, Jonathan Albright, Dick Zeiler, Lauren Raper, Sky Schelle, Pat Brady, and Laura Stucker.*



*Air Monitoring Branch Chief, Dick Zeiler explains to Department of Environmental Management Interns: Laura Stucker (left), Christopher Seigel and Paula Olivier how the Air Monitoring Station at Washington Park works.*

## Office Support Staff 15th Annual Conference Coming Soon

On September 24, 2004, the Auditorium and several conference rooms at the Indiana Government Center South building in downtown Indianapolis will be filled with Office Support personnel. That’s the date for the Office Support Staff 15<sup>th</sup> Annual Conference.

This year’s guest speakers will be Sheila Radloff and Deb Doty. Sheila is the UAW International Union Representative for Education, Region 3. Deb is a Trainer and Personnel Officer from the Family and Social Services Administration (FSSA) Human Resources Office. The theme for this year’s conference is *Exploring Differences - Discovering Similarities*. Deb will be speaking on the topic of “Communication Skills”, and Sheila will be speaking on “The Professional Image.”

Office Support Staff (OSS) Advisory Board Chairperson Pamela Brown (FSSA Vocational Rehab, Muncie) says this event will be both educational and entertaining. She is looking forward to a wonderful response for this special day. The Advisory Board is hoping to reach a goal of 500 participants at this year’s OSS Conference.

Using an FSSA broadcast, Registration Applications will be e-mailed soon. If you work in an office support staff capacity, you will need to seek supervisor approval and return your application as soon as possible to be assured a place for the conference. This is a great opportunity for you to network with personnel from all over the State of Indiana, and to learn skills that will help you on the job. We look forward to seeing you there!

## Are Smoking Restrictions Producing Results?

Are smokers finding it difficult to light up these days? With the increased prevalence of smoke-free policies being established in the workplace, at local restaurants and entertainment venues, smokers are discovering fewer opportunities to smoke in public.

A recent study finds the majority of adult smokers and nonsmokers in the United States support restrictions on smoking in nearly all indoor public settings. With increased knowledge and understanding of the dangers of secondhand smoke, both smokers and nonsmokers recognize the need to protect the health of others.

While many smokers will adjust to public smoking policies by joining others outside establishment doors, some will use this opportunity to kick the habit. Research indicates that smoke free policies, which make smoking in public a challenging task, often result in healthy lifestyle reform.

However, quitting smoking is difficult to do and with 1.2 million adult smokers in Indiana, there are many people seeking help. Nearly half (48.5 percent) of Hoosier smokers tried to quit smoking in the past year and more than 193,000 Hoosier smokers were successful in quitting.

There are certain factors that can impact whether smokers are successful when they quit smoking. Here are a few:

- Hoosiers that did not allow any smoking in their homes were nearly twice as likely to successfully quit compared to those without smoking rules.
- Beliefs in the harmful effects of secondhand smoke also impacted whether Hoosier smokers successfully quit smoking.
- 87 percent of nonsmoking and 51 percent of smoking households have smoking restrictions inside the home.

Local statistics show that 62 percent of Hoosier smokers are planning to quit in the next six months and 25 percent want to quit in the next thirty days. To lessen the burden and stress of this lifestyle change, smoking cessation and support resources are available in all of Indiana's 92 counties.

A partnership between the Indiana State Personnel Department (ISPD) and the Indiana Tobacco Prevention and Cessation Agency (ITPC) provides additional programs and resources to help state employees quit smoking. As a result of this ongoing partnership, facts about tobacco use and its effects on Indiana state employees appear monthly in *The Interchange*.

For more information, or if you or a loved one needs help quitting smoking, call 866-515-5433 or visit [www.WhiteLies.tv](http://www.WhiteLies.tv).

## Youth Hockey Fun for Kids, Great Value for State Employees

The Indianapolis Amateur Hockey Association (IAHA) wants your son or daughter to give hockey a try. To prove it, the IAHA is offering state employees a \$25 discount on all first-time registered players for the upcoming 2004-2005 season, which runs from October through March. No previous hockey or skating experience is required!

The IAHA, formerly the Indianapolis Junior Ice, has five age divisions: Mini-Mite (ages 6-and-under), Mite (ages 7 – 8), Squirt (ages 9 – 10), Pee Wee (ages 11 – 12) and Bantam (ages 13 – 14). Registration costs range from \$250 to \$475, not including your state employee discount, and payment plans are available. Your registration includes:

- Ice time for one practice and one game each week
- Team jersey and socks
- Free Player Initiation Clinic (group skating and skills lessons)
- A 10% discount on all hockey equipment (excluding skates) and IAHA merchandise in the Pepsi Coliseum Skate Shop
- A discount card that entitles the bearer to get five skate sharpenings for the price of four at the Pepsi Coliseum Skate Shop



- Free admission to the Pepsi Coliseum's Friday night public skating sessions
- Entry into the city-wide house hockey tournament
- End-of the year awards/trophies

In addition to all these great benefits, the IAHA and the Pepsi Coliseum Skate Shop is offering one-year equipment rentals for the first time ever, significantly reducing the expense of this exciting team sport. The equipment bags, which include everything except skates, rent for the following prices:

- |                    |      |
|--------------------|------|
| • Mite & Mini-Mite | \$60 |
| • Squirt           | \$70 |
| • Pee Wee & Bantam | \$80 |

Registration will be held on Saturday, September 18, 2004 at the Pepsi Coliseum from 10:00 a.m. to 2:00 p.m. If you are unable to attend the registration time, forms can be downloaded at [www.ijiha.org](http://www.ijiha.org) and sent in with payment to the IAHA.

The IAHA is a non-profit youth hockey association registered with USA Hockey and affiliated with the NHL's Columbus Blue Jackets. For more information, contact the Pepsi Coliseum Skate Shop at (317) 927-7622 or visit us at [www.ijiha.org](http://www.ijiha.org).



## TRAINING PROGRAMS

### October 2004

Date	Time	Class	Cost
5	9:00 - 3:00	CLER:Managing People**	*See fee below
6	9:00 - 12:00	CLER:Selection & Interviewing**	*See fee below
6	1:00 - 4:00	CLER:Sexual Harassment for Mgrs**	*See fee below
7	9:00 - 4:30	Situational Leadership**	\$50
12	9:00 - 4:00	CLER:Personnel Rules**	*See fee below
13	9:00 - 4:00	CLER:Union Settlements**	*See fee below
19	9:00 - 3:30	CLER:Performance Appraisals**	*See fee below
19	10:00 - 11:00	Ethics Orientation	Free
20	10:00 - 12:00	Ethics for Supervisors/Managers	Free
20	9:00 - 11:00	CLER:Administrative Investigations**	*See fee below
20	12:00 - 4:00	CLER:Progressive Discipline**	*See fee below
21	9:00 - 3:00	Conflict Resolution	Free
26	9:00 - 4:00	CLER:ABC's of Discrimination**	*See fee below
27	9:00 - 1:00	CLER:Family Medical Leave**	*See fee below
28	9:00 -12:00	Record Keeping Guidelines for Occupational Illnesses and Injuries (OSHA)	Free
28	1:00 - 3:30	Hoosier S.T.A.R.T.: "Distribution Options"	Free

NOTE: All classes will be held in the State Training Center except where noted.

"CLER" denotes training sessions of the Comprehensive Labor and Employee Relations (CLER) program. Additional information about the CLER program is found as a separate heading on the State Personnel Department's Training Home Page.

Fee for CLER: \* \$25 is the cost of the CLER program\*\* and is inclusive for the 10 courses in the CLER program.

\*\*These classes are only offered to SUPERVISOR/MANAGERS AND/OR HUMAN RESOURCES PERSONNEL.

Classes that require a fee are noted. Obtain your supervisor's approval to attend.

For more information or to register, you will need to contact your agency training contact person (ATCP).

Please visit <http://www.in.gov/jobs/training&development/0homepag.htm> to check for calendar updates before registering.

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Toll Free 1-877-658-3637 Email: [karys@shurgard.com](mailto:karys@shurgard.com)

## State Employee Bowling League

Are you interested in joining the State Employee Bowling League? The league runs every Friday night at 6:00 p.m. (no bowling during State Holidays) from September 10, 2004 until April 30, 2005 at Raceway Lanes in Speedway (4503 West 16<sup>th</sup> Street - right across the street from the Indianapolis Motor Speedway).

Teams consist of 5 members, with a minimum of 2 men and 2 women (team members not restricted to State employees). The weekly fee is \$11 per bowler, and there is a one time sanction fee of \$15 for men and \$14 for women.

If you are interested in joining the league, please contact Toni Poland, League Secretary, at (317) 298-9323, or call Raceway Lanes at (317) 241-2561 and request information about joining the Friday night State League at 6:00.

## When They're This Easy to Get...



## Summer's Almost Over

*Artwork provided by Jerry Williams, State Personnel Department*

## The Interchange

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